



Natural Resources Conservation Service
1201 NE Lloyd Blvd; Suite 900
Portland, Oregon 97232
Phone: (503) 414-3200
Fax: (503) 414-3103

OREGON BULLETIN OR-250-2007-2

SUBJECT: FNM - Changes to WebTCAS Due Dates and Certification of Timesheets

Purpose: To inform employees, timekeepers and supervisors of changes in WebTCAS

Action Date: 2nd Friday of Pay Period - All timesheets must be submitted by employees as of C.O.B. (New Due date)

1st Monday following close of PP - All timekeepers complete verification.

1st Tuesday following close of PP - All supervisors complete certification of timesheets.

Expiration Date: September 30, 2007

Employees were recently notified of changes to the WebTCAS system in order to bring the Natural Resources Conservation Service (NRCS) into compliance with OMB and Department Regulations.

Effective Pay Period 22 (October 29), supervisors must certify each employee's timesheet prior to submission to the National Finance Center (NFC). The timesheet submission process will be: 1) employee submits time; 2) Timekeeper verifies; 3) Supervisor reviews time sheet; 4) Supervisor place a check mark in the Certification Check Box which releases timesheet for transmission to NFC by Ft. Collins TCAS group. This process is sequential and if any step is missed, employees will NOT be paid.

In order for this process to work effectively, the following steps will be taken:

Employees: Verify your supervisor is properly listed in your master record (from main menu in WebTCAS, Employee Options, select VIEW MASTER RECORD, under CAMS information, General Information, your supervisor's name should be listed). If this is not correct, contact your supervisor immediately.

Supervisors:

1) Ensure that each employee you supervise is listed for a given pay period (from the WebTCAS main menu, Supervisor Options, Supervisor Screen). If any employee is missing, contact any staff member in HR to get the record corrected. Supervisors will also receive under separate cover a copy of ICAMS report showing personnel under their supervision.

2) Select two backup supervisors. These backups must be a supervisor of other employees. (From main menu, Employee Options, Update Profile, General Processing Information Backup Supervisor section, use Search and select "NONE" to clear the backup field. Reselect Search and complete list of all employees will appear. Select Annaliese Pollack as 1st Backup. Repeat the steps to clear 2nd Backup and

Helping People Help the Land

An Equal Opportunity Provider and Employer



then select Richard Sylvester as 2nd Backup Supervisor. Remember to “Save” profile for both current pay period and future pay periods.

All supervisors should certify their employee's timesheets by close of business on Tuesday to enable Ft. Collins to transmit data to NFC. ***If supervisors are out of the office for travel or leave they must inform both designated backups (via e-mail) of the need to fulfill their supervisory responsibilities. Backups will confirm with original supervisor that they will be able to cover in the supervisors' absence.***

Supervisors should certify timesheets as soon as they are verified by timekeeper. Supervisors should check their list of timesheets available for certification on Monday afternoon, Tuesday morning and afternoon and prior to leaving the office on Tuesday evening.

If you have any questions, please contact Dick Sylvester at 503-414-3217 or Annaliese Pollack at 503-414-3216.

//signed// Richard Sylvester//Acting for//

LESLEY KELLY
State Administrative Officer